



**Magisterial Services  
District Courts**

**DISTRICT COURT FEES**

**Civil Cases Fees**

1	For every summons, including a copy but not service	K2.00
	Additional when the summons is prepared by the Clerk of the District Court	K1.00
	For every copy beyond one prepared by the Clerk of a District Court	K1.00
2	For every order under part 1 Division 4 of the District Court Act	K1.00
	Additional when the order is prepared by the Clerk of a District Court	K1.00
3	For service or attempted service on each defendant or other person to be served of a summons or order, if the distance from the Court House does not exceed 3km	K10.00
	If the place of service is beyond 3km from the Court House, for every additional kilometer for each defendant or other person served	K1.00
	For the service fee the process – server will, if necessary, pay two visits to the defendant’s place of abode or business (according to the address supplied on the complainant’s behalf) to effect service. If more than two visits are desired, then for each defendant or other person to be served a further fee of K5.00 and K1.00 for each additional kilometer beyond 3km from the Court House for each further visit must be paid	
4	For every payment of money into Court before or at the hearing	K1.00
5	For every notice of special defense lodged with the Clerk of a District Court	K1.00
6	For every security for sum adjudged to be paid	K2.00
	Additional when the security is prepared by the Clerk of a District Court	K1.50
7	For every certificate of Judgement	K5.00
8	For every warrant under the Summary Ejectment Act	K5.00
	Additional when the warrant is prepared by the Clerk of a District Court	K1.00
9	For executive or attempting to execute any warrant under the Summary Ejectment Act if the distance to be travelled does not exceed 3km from the Court House	K5.00
	If beyond 3km for each additional Kilometre	K1.00

### Criminal Cases Fees

10	For every summon for an offence punishable summarily, including copy of service	K2.00
	Additional when the summons is prepared by the Clerk of a District Court	K1.00
	For every copy beyond one prepared by the Clerk of a District Court, including service	K1.00
11	For every warrant of apprehension for any offence punishable summarily, including execution of that warrant	K2.00
	Additional when the warrant is prepared by the Clerk of a District Court	K1.00

### Civil and Criminal Cases Fees

12	For every summons to witness in any case in which there is a summary jurisdiction, including a number of names	K1.00
	For every copy of the summons prepared by the Clerk of a District Court	K1.00
13	For service or attempted service of the summons, if required to be served by a member of the Police Force, on each witness, if the distance from the Court House does not exceed 3km	K10.00
	If the place of service is beyond 3km from the Court House, for every additional kilometer for each witness to be served	K1.00
	For this service the process-server will, if necessary, pay two visits to the witnesses' place of abode or business to effect service, if more than two visits are desired, then for each witness to be served a further fee of K7.00 and K1.00 for each additional kilometer beyond 3km from the Court House for each further visit must be paid	
14	For every certified copy of an extract from the Registrar of a District Court	K1.50